

## **Mayor and Council Meeting Work Session Minutes November 14, 2011 7:00 PM**

The Riverdale Mayor and City Council met on November 14, 2011 at 7:00 PM for the purpose of conducting a regular Work Session. The meeting was held in the Conference Room on the Second Floor at City Hall, located at 7200 Church Street, Riverdale, Georgia 30274.

### **Call to Order and Welcome**

With a quorum present, Mayor Evelyn Wynn-Dixon called the meeting to order at 7:00PM.

### **ROLL CALL:**

All members of the governing body were present.

### **APPROVAL OF AGENDA WITH ANY ADDITIONS/DELETIONS:**

The following amendments were made to the agenda:

**Addition(s):** Presentation about Holiday Safety Tips by Chief Patterson.  
Discussion about the Evaluation and Appointment Process by Council Member Stamps-Jones.  
Discussion about the possible enactment of a Humanities Bill by Council Member Kenny Ruffin.

**Deletion(s):** None.

**Tabled:** None.

**Postponed:** None.

There was general consensus to amend the agenda.

### **City Manager's Report:**

Ms. Iris Jessie, City Manager, informed the Mayor and Council that one (1) response to the Sports Management RFP had been received. She reminded the Mayor and Council that Staff had initially stated that the analysis would be performed in-house, once the bidding process had been concluded. She said the City could elect to hire a Sports Program Director or bring in a professional to provide oversight to the program and pay them a percentage of the program fees.

Mayor Dixon called for questions and concerns.

Council Member Cynthia Stamps-Jones asked Ms. Jessie to provide a definition for in-house analysis.

Ms. Jessie responded that the Staff would perform an in-house analysis to determine the feasibility of operating a sports program.

Council Member Ruffin voiced that a decision can be made to recruit someone to oversee an entire sports program or to forgo that and begin with a basketball program. He expressed no particular concern about the approach the City takes; however, he encouraged expediency in the implementation of youth programs.

Council Member Stamps-Jones asked Council Member Ruffin to repeat his remarks. She inquired about the City's vetting process for this particular role and position.

Council Member Ruffin reemphasized that the measure cannot continue to be put off.

Council Member Stamps-Jones inquired about the start of the season and if the City could secure a professional to operate the program by then.

Council Member Wallace advised that there would be little to no vetting challenges.

Mayor Dixon indicated that she would contact Mr. Detrick Stanford, Director of Clayton Parks and Recreation, in an effort to gain insight on how the City should move forward.

Council Member Ruffin stated that he had recently placed a call to Mr. Stanford and to date had not received a response.

Mayor Dixon responded that although Council Member Ruffin could not make contact with Mr. Stanford, she was certain she could get him to return her call immediately.

In response to a question posed by Council Member Wallace regarding the name of the company who submitted a bid response, Ms. Jessie said Georgia Sports Alliance was the only company who responded to the RFP.

Council Member Stamps-Jones inquired about the marketing process.

Ms. Jessie said that Staff hopes an experienced contractor would be able to assist with marketing.

Council Member Wallace asked how the RFP was circulated. She said she expected a better response.

Ms. Jessie responded that the deterrent was the insurance requirement.

Council Member Wallace asked if the contractor would be required to name the city on their policy.

Atty. David Johnson said the contractor would be responsible for having their own insurance and could possibly be required to name the City under their coverage.

Council Member Wallace asked Ms. Jessie to confirm if the analysis would be done in-house. She asked if someone from the Atlanta Hawks could ensure that the process is conducted correctly.

Ms. Jessie ensured the Mayor and Council that the City has access to professionals who could do the same.

Council Member Ruffin said that he and Council Member Stamps-Jones had recently attended a meeting where they were told there would be legislation in the works that would require everyone to have insurance. He asked Council Member Stamps-Jones if that was her understanding of what was said in the meeting.

Council Member Stamps-Jones concurred.

Council Member Ruffin said nothing will be perfect the first time; however, the wheel certainly does not have to be reinvented. He said there are many professionals who could lend their skills and services to the City.

Council Member Wallace inquired about the City's percentage for concessions and registration fees.

Council Member Stamps-Jones asked Mayor Dixon to provide an update to the Council once she reestablishes contact with Mr. Stanford.

Mayor Dixon said that she would not discuss the matter with Mr. Stanford; however, she would ask him to speak with the city manager. She said the city manager would then provide the Mayor and Council with an update.

Council Member Stamps-Jones acknowledged that the Mayor and Council were in agreement regarding the sports programming issue. She said everyone wants programming at the center; however, there is still a missing link.

Council Member Wallace asked Ms. Jessie how quickly an update could be provided.

Ms. Jessie responded that she would provide them with an update contingent upon her conversation with Mr. Stanford, before the next meeting, if the conversation took place before then.

Council Member Stamps-Jones inquired about the criteria.

Ms. Jessie said the contractor must have extensive experience and the ability to pass a background check.

Mayor Dixon asked if the prospective bidders would have to pay for the background checks or if the City would cover the costs.

Chief Patterson said there is a standard fee to conduct a background check; however, the governing authority could authorize staff to waive the fee.

Council Member Wallace suggested that if the contractor has already been doing business with another agency, the City would not need them to conduct a background check.

Chief Patterson responded that the citizens of Riverdale would want the City to conduct its own background investigation.

### **Holiday Action Plan**

Chief Patterson reminded the governing body that the holidays are fast approaching. He assured them that resources would be allocated in the areas that are most vulnerable. He said the holiday season provides an opportunity for increased shopping and although the department cannot completely eliminate shoplifting, they would make every attempt to prevent robbery in parking lots and other public areas.

Chief Patterson indicated that school is generally out of session during the holidays; therefore, there would be increased police visibility at the Riverdale Town Centre. He said police presence should decrease or prevent disorderly disturbances and conduct.

Chief Patterson said that the Holiday Action Plan activities would continue throughout the first of the year. He said the department would ensure there is nothing that will jeopardize the quality of life for Riverdale citizens. He continued that the Fire Department should be fully staffed by the beginning of the year. He said the Fire Department, although not fully staffed, is ISO compliant. He said overtime has been factored in and will provide diligent oversight so the public safety departments would not exceed budgetary requirements.

Mayor Dixon publicly commended the CRUSH Unit. She said the unit has been more visible and she is grateful to see and hear about the positive changes.

Council Member Stamps-Jones thanked Chief Patterson for the update. Additionally, she advised him to provide oversight to the small strip malls.

Chief Patterson assured the Mayor and Council that the department would have a presence at all of the local plazas.

Council Member Ruffin asked if “Main Event” has re-opened. He asked if the department was apprised of the “Tow-To-Go” program. He said it could possibly be a good public relations project for the City. He said he could inform the public safety department of the program or channel the information through the chief.

Chief Patterson stated that Lt. Rabel keeps the business community abreast of all community policing programs that are available to them. He further stated that businesses who sell alcohol are notified of prevention programs as well.

Council Member Wallace inquired about the effective date for Sunday alcohol sales.

Ms. Jessie said January 1, 2012.

### **Discussion of the Humanitarian Bill**

Council Member Ruffin shared with the members of the governing body that he had recently attended a meeting where he had received information that the City may be interested in. He said with the downturn in the economy, many people are facing foreclosures and evictions. He said there is a Humanitarian Bill that can put in a place a preventative mechanism within 30 days prior to the eviction. He said a social service agency could contact the occupants in an effort to inform them of services that are available to them.

Council Member Ruffin said that the stories he had heard about evictions were moving and he wanted to see how the City could do more to help. He indicated that a woman had witnessed someone stealing items that had been removed from a property as a result of an eviction. He said children had died in a fire because their parents could not afford to pay the electric bill and therefore had to seek alternative ways to heat their home.

Council Member Wallace asked the city attorney what could be done.

Atty. Johnson said one of the barriers to adopting such legislation is to identify the agency that will be the point of contact. He added that there are so many different agencies that have a part in a foreclosure and the key is to identify an appropriate partner and point in which contact can be made. He said he needed to research the matter so that he could craft a useful response. He said he can review the information and see where it fits in.

Council Member An'Cel Davis expressed support for the idea. He said he would wait to hear the city attorney's advice on the matter.

Mayor Dixon informed the Mayor and Council that the City implemented a Constituent Resource Hotline during her first year as mayor. She said electric and gas companies will make exceptions for persons who have dialysis medical needs and have received a cut-off notice. She said the fire department has services that can be offered in the event someone needs medical attention.

### **Discussion about Evaluations and Appointments**

Council Member Stamps-Jones indicated that she had spoken to the city clerk and city manager about the appointment and evaluation process. She said she was not involved in the appointment process since taking office. She further said she was uncertain if there was a policy to evaluate and appoint those people who help the Mayor and Council serve the citizens.

Council Member Davis indicated that he was confused about what was being discussed.

Mayor Dixon explained that Council Member Stamps-Jones wanted the Mayor and Council to address the evaluation and appointment process for appointed officials. She explained that although the city clerk is appointed by the governing body, because they cannot provide daily oversight, they directed the city manager to evaluate the clerk. Mayor Dixon added that the Mayor and Council provide the city manager with feedback about the city clerk's performance and the

information is reflected in the evaluation. She further explained that the Mayor and Council is responsible for evaluating all other appointed officials, including the city manager, solicitor(s), and judge(s). She said the city charter does not allow the Mayor and Council to be in direct contact with city employees regarding city business, therefore, the city manager manages and evaluates all department heads.

Council Member Davis expressed commitment to protocol and to do otherwise would create confusion.

Council Member Ruffin opined that it is too late in the year to conduct evaluations on appointed officials. As it pertains to the appointment process, he said it takes sixty (60) or more days to find a qualified applicant who can serve in an executive capacity. He said for many years, he had championed for the Mayor and Council to adopt a policy that would provide guidance on how appointed officials are to be evaluated. He said he did not receive any support.

Council Member Wallace said that the intent was not to terminate anyone. She explained that the reason she did not support the measure was because there was no way to oversee municipal judges and solicitors. She suggested soliciting input from police officers and the Court Administrator to assist. She said the city manager could also provide feedback about the performance of judges and solicitors as well. She said evaluations should be done on all employees so there will be a paper trail. She advised Mr. Davis to obtain a copy of the city manager's contract and advised that he needs to be aware that she receives an automatic five (5%) annually, whether or not an evaluation is conducted by the governing body. She said the city manager's contract is renewable annually in the month of June. She said the city manager was asked to provide daily oversight to the city clerk for a reason.

Council Member Stamps-Jones asked Council Member Ruffin if he said the evaluation process could take at least sixty (60) days.

Council Member Ruffin explained that he was referring to the recruiting process although it could take approximately 60 to do an evaluation. He said goals would have to be established and conveyed to the employee. He said there would also have to be a monitoring period to afford the employee the opportunity to meet the goals. He stated that the process is much more than writing an employee review. He explained that the reason he mentioned the recruitment process was because if an employee does not perform at a satisfactory level, then the council would have to identify a qualified replacement.

Council Member Wallace said when she spoke to the city manager, requesting guidance on how to prioritize her work based on the priorities of the Mayor and Council. She said the city manager should be evaluated on how well she responded to those priorities.

Mayor Dixon said the Council needs to decide what they want to do and move forward with it.

Council Member Wallace asked if an evaluation had been done on the city clerk and if so she wanted to review it.

Council Member Wallace reiterated that she would find it helpful to solicit feedback from police officers and the Court Administrator when conducting evaluations on the judge(s) and solicitor(s). She said she would want to bring in a few of the court clerks so they could provide feedback as well. She said the clerks interact with the judge(s) and solicitor(s) and could provide more insight about their performance.

Ms. Jessie said she does not believe that the Mayor and Council should solicit feedback from members of staff. She said judges could be measured on civility and if they are fair and just in their renderings.

Ms. Stephanie Thomas, City Clerk, reminded the Mayor and Council of the information that she had circulated earlier in the week. She said that the information should serve as a guide as they develop an evaluation policy for the appointed officials. She said the governing officials needed to undergo training prior to the implementation of such policy. She said normally an employee is evaluated on the anniversary of their hiring date. She suggested that the mayor and council consider this as all.

Council Member Wallace suggested soliciting the expertise of Renee Wheeler in developing a good policy.

Council Member Ruffin reiterated that goals need to be established and there should be sufficient time for employees to respond. He opined that it could take between 30-60 days to complete the entire process.

Ms. Jessie communicated that the budget is the most important document that the Mayor and Council approves. She said if department heads submit requests to her that do not reflect Mayor and Council priorities, she rejects the requests.

Ms. Thomas added that the Mayor and Council should consider identifying core competencies.

Ms. Jessie agreed. She added that not only should core competencies be identified, but they should be clear.

Council Member Wallace asked Ms. Jessie to continue providing the Mayor and Council with a list of items that will be discussed during the work sessions. She said it really helped her to better prepare for the meeting.

Council Member Stamps-Jones queried the governing body timelines with regard to evaluations.

Mayor Dixon said the process will be initiated at the beginning of the year.

Council Member Stamps-Jones asked how evaluations could be conducted at the beginning of the year if the city manager's anniversary is in June.

Mayor Dixon explained that the process to develop a policy will be initiated at the beginning of the year. She said January would be a good time to start.

Mayor Dixon asked if there were any questions or concerns about the information that appeared on the business session agenda.

There were no questions.

Mayor Dixon asked if there were any items that needed to be scheduled for the next meeting.

There were none.

Council Member Davis asked if he could have the floor.

Mayor Dixon granted him the floor.

Council Member Davis reminded the members of the governing body that they had previously agreed to only debate/speak for three (3) minutes. He said it is apparent that the commentary has extended beyond three (3) minutes. He further stated that according to Robert's Rules of Order, all comments should be directed to the presiding officer and not directly to individuals. He said the presiding officer is the mayor and she is responsible for maintaining the decorum of the meetings. He added that when she calls a point of order, everyone should adhere to her.

**Adjournment:**

There being no additional business to come before the governing body, the meeting adjourned at 6:53PM.



## **Business Session Minutes**

The Riverdale Mayor and City Council met on November 14, 2011 at 7:10 PM for the purpose of conducting a regular Business Session. The meeting was held in the Council Chambers at City Hall located at 7200 Church Street, Riverdale, Georgia 30274. Mayor Dixon thanked all those who attended the funeral service for the late Wayne Hall. She welcomed Council Member Davis and thanked him for serving the unexpired term.

### **Call to Order and Welcome**

With a quorum present, Mayor Evelyn Wynn-Dixon called the meeting to order at 7:10PM.

### **ROLL CALL:**

All members of the governing body were present.

### **INVOCATION/PLEDGE OF ALLEGIANCE:**

Invocation & Pledge was led by Pastor Harry Riley, Lakewin Christian Center.

### **OFFICER IN ARMS TO READ RULES OF CONDUCT:**

Rules of Conduct read by Officer V. Barnes.

### **APPROVAL OF AGENDA WITH ANY ADDITIONS/DELETIONS:**

The following amendments were made to the agenda:

**Addition(s):** None.

**Deletion(s):** None.

**Tabled:** None.

**Postponed:** None.

**Motion:** Council Member Kenny Ruffin moved to approve the agenda. Council Member Wanda Wallace offered the second. The amended agenda was adopted unanimously by a vote of 4/0.

### **PRESENTATION(S):**

**Presentation of the Quarterly Financial Report by Lolita Grant, Finance Director. (Please see exhibit A: Quarterly Financial Report).**

Council Member Stamps-Jones thanked Ms. Grant for providing a user-friendly email presentation. She said it made the presentation easy to follow. She asked Ms. Grant about the status of the furlough days.

Ms. Grant responded that she cannot make an accurate projection in that all of the taxes had not been collected. She said most property taxes come in at a later date. She said the City also depends on the revenue generated from business licenses.

Ms. Jessie said the City budgets conservatively and that she anticipated revenue is exactly what is reported to the public and the Mayor and Council. She communicated that the numbers are not fluffed. She said department heads were asked to be very conservative with their budgets and she hopes the collection of property taxes and business license picks up. She said Staff really depends on businesses doing business in and with the City. She said the City is really not out of the woods yet but will continue to hope for the best.

Council Member Stamps-Jones asked if contingency money was used to pay for the furniture and fixtures at the Riverdale Centre.

Ms. Jessie explained that the General Fund pays the debt service. She further explained that the Special Local Option Sales Tax (SPLOST) pays for the debt on the Town Center and the City used money from its savings to pay for the connector road. She said money was also used from the bond to support the city hall project. She reminded the board that they had not budgeted for the connector road and therefore, the money was taken from the City's reserves. She said there had been a significant decrease in SPLOST revenues. She suggested that the Mayor and Council review the history of the SPLOST revenues in an effort to better understand the trends.

Ms. Jessie added that the devaluation of properties really hurt the City. She explained that foreclosures as well as devalued property have contributed to the shortfall.

Council Member Davis thanked Ms. Grant for her report.

Council Member Wallace asked Ms. Grant If she had stated that there is an amount that the Riverdale Centre has to pay from the General Fund Account.

Ms. Grant confirmed, adding that the amount is approximately \$69,193.

Ms. Jessie said that they did not run short; however, the 201 Fund was created to repay the General Fund.

Ms. Grant explained that the revenue from ticketed events is applied to the 201 Fund.

Council Member Ruffin asked if the tax collector has been successful with recovering funds.

Ms. Grant responded that she could not measure how successful the tax collector has been at recovering funds; however, approximately \$13k was collected in 2011 and \$4K in 2010.

Council Member Ruffin inquired about the Local Option Sales Tax (LOST) trends.

Ms. Jessie said there had been reports that the trends are moving upward.

Mayor Dixon thanked Ms. Grant for her presentation.

**CONSENT AGENDA:**

**Adoption of the October 10th and 24<sup>th</sup> 2011 Mayor and Council Meeting Minutes.**

**Motion:** Council Member Kenny Ruffin moved to adopt the October 10th and 24<sup>th</sup> 2011 Mayor and Council Meeting Minutes. Council Member Wanda Wallace offered the second. The meeting minutes were adopted unanimously by a vote of 4/0.

**PUBLIC COMMENT:**

This time has been provided for members of the public audience to address the Mayor and Council regarding items that may or may not appear on the Agenda. Please complete a blue comment card and provide it to the City Clerk so you may be acknowledged by the presiding officer at the appropriate time. Please remember, comments are generally limited to a total of five (5) minutes unless otherwise specified by the presiding officer.

**The following individual(s) offered public comments:**

*Monica Moseley, Allied Waste, informed the Mayor and Council that the City had issued a notice of termination dated October 26, 2011.*

**RESOLUTION NO. 59-11-2011 REQUEST FOR QUALIFICATIONS ("RFQ") FOR MULTI-FUNCTION PRINTERS AND COPIERS BY Lemmy Paskel, IT Director.**

**A RESOLUTION OF THE RIVERDALE MAYOR AND COUNCIL TO CIRCULATE A REQUEST FOR QUALIFICATIONS ("RFQ") FOR MULTI-FUNCTION PRINTERS AND COPIERS TO THE CITY OF RIVERDALE, GEORGIA; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.**

Mr. Lemmy Paskel, Director of Information Technology, presented Resolution No. 59-11-2011. He said several years ago the City had entered into an agreement with Canon Business Services. He explained that equipment was purchased/leased that accommodated the Staff at the time. He said there is new technology that could reduce the cost to do business. He asked for permission to circulate an RFP.

Mayor Dixon called for questions and concerns.

Council Member Davis opined that it is a great idea to keep up with technology.

Council Member Wanda Wallace said it is important for her to address the Allied Waste issue. She said she could not understand the difference between what Mr. Paskel was requesting from the council and the expiration of the sanitation contract. She inquired about the necessity of an RFP immediately with the contracts being due January. She asked Atty. Johnson if were necessary for Mr. Paskel to bring his request before the mayor and council.

Atty. Johnson confirmed that there are two (2) separate matters at hand.

Council Member Wallace asked Mr. Paskel to confirm that the City had recently purchased equipment.

Mr. Paskel explained that the equipment has been purchased years ago and had been relocated from City Hall Annex in October 2010.

Mayor Dixon indicated that she understood that Mr. Lemmy was looking for a way to do more with less.

**Motion:** Council Member Kenny Ruffin moved to adopt Resolution No. 59-11-2011 Council Member Wanda Wallace offered the second. Resolution No. 59-11-2011 was adopted unanimously by a vote of 4/0.

**ORDINANCE NO. 17-2011 911 Service Charges by Davis Johnson, City Atty.**

**AN ORDINANCE TO AMEND CHAPTER 23, ENTITLED "TELECOMMUNICATIONS SERVICES FRANCHISES AND LICENSES," OF THE CODE OF THE CITY OF RIVERDALE, GEORGIA; TO IMPOSE A 9-1-1 CHARGE ON PREPAID WIRELESS SERVICE AT THE RETAIL POINT OF SALE; TO SET A RATE PER RETAIL TRANSACTION; TO DEPOSIT ANY SUCH CHARGE AMOUNT RECEIVED IN THE EMERGENCY TELEPHONE ASSISTANCE FUND MAINTAINED BY THE CITY OF RIVERDALE; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; AND FOR OTHER PURPOSES.**

Atty. Johnson presented Ordinance No. 17-2011. He said the City now has the ability to impose a charge on all prepaid wireless service at the retail point of sale. He said hopefully this would be a new revenue stream for the City.

Mayor Dixon called for questions and concerns.

Council Member Wallace asked if the point of sales only applied to prepaid cards that are purchased in the City limits.

Atty. Johnson replied yes.

Council Member Wallace asked Ms. Grant what the City's percentage would be.

Ms. Grant said she could not estimate the figures in that the law establishes how much the City can impose. She said everything is contingent upon the point of sales.

**Motion:** Council Member Kenny Ruffin moved to adopt Ordinance No. 17-2011. Council Member Wanda Wallace offered the second. Ordinance No. 17-2011 was adopted unanimously by a vote of 4/0.

**MAYOR AND COUNCIL COMMENT(S):**

**Council Member Cynthia Stamps-Jones**

Council Member Cynthia Stamps-Jones thanked everyone for attending the meeting. She wished them all a good night and thanked them for attending the home going service of the late Wayne Hall.

**Council Member An'Cel Davis**

Council Member An'Cel Davis thanked the public for attending the meeting. He said, "We cannot control the wind; however we can control our sails."

**Council Member Wanda Wallace**

Council Member Wanda Wallace thanked the members of the public audience for attending the meeting. She indicated that she would see them at the next meeting. She welcomed Council Member Davis to the board.

**Council Member Kenny Ruffin**

Council Member Kenny Ruffin reported that he had recently attended the National League of Cities Conference. He said one of the most important issues that came up during the conference was education and that is what the City needs to focus on.

**Mayor Evelyn Wynn Dixon**

Mayor Evelyn Wynn-Dixon thanked everyone for attending the meeting. She said she had represented the City at various events throughout the week. She said local students had given her a hand-made greeting card that she wanted to share with the public.

**ADJOURNMENT:**

There being no additional business to come before the board the meeting adjourned at 8PM.